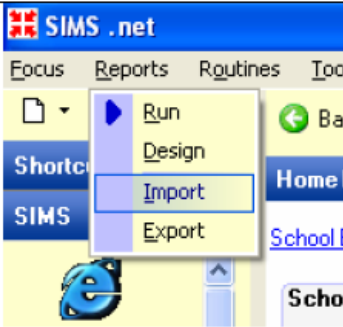
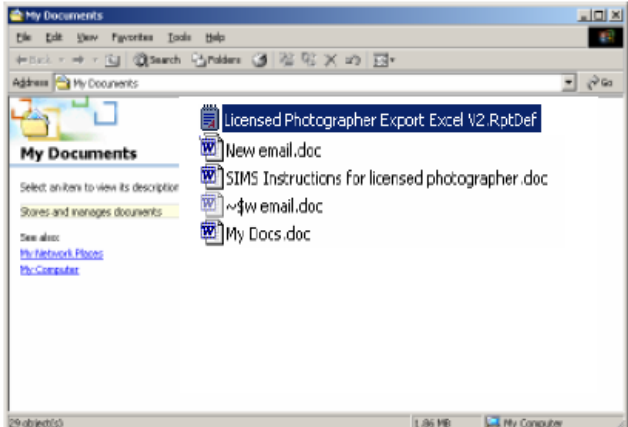
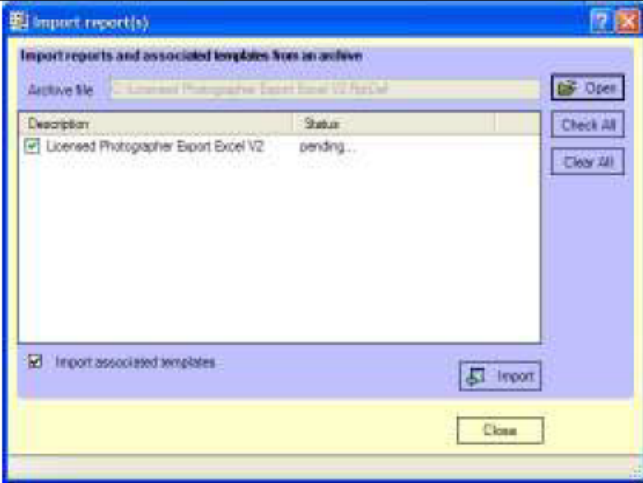


Exporting Student Data from SIMS.Net

These instructions detail how to export Student Data from SIMS.Net 7.15 (or above), using the zipped download named “Licensed Photographer Export Excel V2.RptDef”; **do not** try to open this document. **PLEASE NOTE: Files may not contain “V2” in their names.**


- If you are new to using SIMS.Net - please follow **all** of the instructions
- If you have completed this report previously - please start from **step 2**

Step 1: Importing the Licensed Photographer Report into SIMS .Net (7.15 or above)

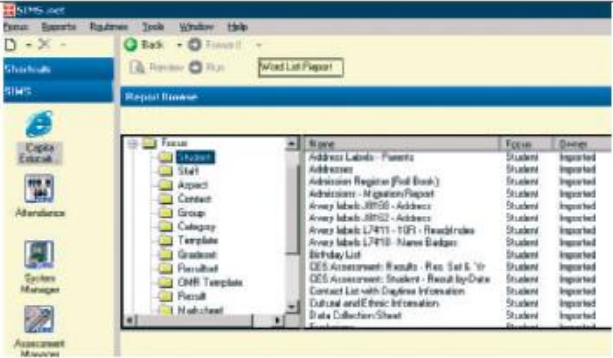
<p>Log into SIMS .Net 7.15 or above. (Note: You must be logged in with appropriate privileges to import reports. Your SIMS System Manager will be able to assist you).</p> <p>Select 'Reports' then 'Import' from the main menu bar.</p>	
<p>In the “Look in:” box, select the place that you have saved the downloaded “Licensed Photographer Export Excel V2.RptDef” file.</p> <p>Double click to load the report.</p>	
<p>Ensure the checkbox is selected by 'Licensed Photographer Export Excel V2' and click 'Import'.</p> <p>The report status will change to 'Imported'.</p> <p>Select the Close button to exit the Import Report(s) screen.</p>	

Step 2: Running the Licensed Photographer Export Report in SIMS .Net

Select **'Reports'** and **'Run'** from the main menu bar.




In the left hand 'Report Browse' window, expand **'Focus'** and select **'Student'**.




Scroll down to select **'Licensed Photographer Export Excel V2'** in the list of reports and then click **'Run'**.

The report will be generated for the whole school. This may take several minutes.



Please enter a date for your snapshot of the pupil database. The default of today's date should be fine.

The report will automatically load your data into Excel. Press enable macros to continue



When the Report has been exported, a message will appear. Click **'OK'**.
Please name the file with your school name (e.g. St John's Junior School).

Step 3: Sending the Student Data to The School Photography Company

Now that the report has been generated, please double-check the file is an Excel-compatible document, attach it to an email and send to: names@schoolphotographs.co.uk

If you encounter any problems please contact the SIMS help line on 0844 892 2407.

The School Photography Company does not have access to any SIMS help files.